

Certified Public Manager Program® Application

Class of 2024 Application

The Certified Public Manager Program® (CPM) is a nationally recognized professional development program for supervisors or managers in government. The National Certified Public Manager consortium monitors and accredits South Carolina's program.

The application process for the South Carolina Certified Public Manager (SCCPM) program has been revised. Please read the requirements for application below.

The application deadline is **May 27, 2022**. The class size is limited. Applications received after this date will be held and considered only if space is available.

- ☐ SC CPM applicants are required to have a **bachelor's degree or equivalent experience**.
- ☐ SC CPM applicants must have **three years of experience** with South Carolina state or local government at the time of application submission.
- ☐ SC CPM applicants must have **three years of supervisory experience at the time of application submission**.
- ☐ SC CPM applicants are required to have **three years of middle-management experience** (*those who supervise supervisors*) at the time of application submission; this experience can include supervising human capital (people) or programs. The experience does not have to be with state or local government.
- ☐ SC CPM applicants must have completed the DSHR's **Supervisory Practices** program within five years of the application date. (A four-day Supervisory Practices class has been scheduled for Aug. 10, 11, 17 and 18, 2022, to satisfy this requirement for those who need this prerequisite).
- ☐ The SC CPM program consists of 300 hours of required coursework, two overnight retreats, two small group projects, a final project and an exam.
- ☐ SC CPM candidates participate in classes generally two days a month over an 18-month period. Additional time is needed for developmental activities required outside of classes.
- ☐ Only three days of absences are excused. Class participants must attend at least 90% of a class to receive full credit for the class.

Applicant Commitment

I commit to:

- Fully participate in all components of the program.
- Attend all scheduled courses for the entire duration of the course.
- Complete each assignment in the specified time frame.
- Actively engage in the learning process.
- Apply workshop learning on the job.

Applicant Signature: _____

Date: _____

Supervisor of Applicant Commitment

Please provide a brief statement on why this applicant is being recommended for the SC CPM program below.

As the applicant's **supervisor/manager**, I commit to:

- Support the applicant's participation in the CPM Program.
- Work with the applicant to ensure they receive the support to allow them to commit to this program.
- Develop the applicant's managerial skills, knowledge and abilities.
- Encourage and support CPM learning on the job.

Supervisor Name (printed): _____ **Date:** _____

Supervisor Signature: _____

Supervisor Email: _____

Instructions for completing the application:

Save this application to your desktop and use the form fields to type in your information.

Name:			
Preferred Name: (if different)			
Job Title:			
Personnel Number (SCEIS):		MySCEmployee User Name:	
Agency:			
Work Email:			
Work Phone:			
Cell Phone: (alt. contact)			
Agency Street Address:			
City/Town:		Zip Code:	

Educational background:			
Number of years in state or local government:		State Hire Date:	
Number of years of supervisory experience:			
Number of years of middle-management experience:			
Number of employees directly supervised:			
Total number of employees supervised:			

Supervisory Practices pre-requisite

Completion of Supervisory Practices (offered through the South Carolina Department of Administration's Division of Program Management Training and Development Office) is a prerequisite for admission to the CPM program. **Supervisory Practices must have been completed after Sept. 1, 2017.**

☐ Supervisory Practices course was completed on this date:

OR

A Supervisory Practices session has been scheduled for CPM candidates on Aug. 10, 11, 17 and 18, 2022. The cost of the four-day session is \$300. Your agency will be invoiced upon completion of the class.

☐ I have not completed Supervisory Practices and wish to be enrolled in the August 2022 session.

Please describe your managerial role.

Briefly describe your functional or programmatic responsibilities.

Why are you interested in becoming a Certified Public Manager® graduate?

How will becoming a Certified Public Manager® graduate benefit you?

How will becoming a Certified Public Manager® graduate benefit your agency?

Agency Payment Options

Please check the payment option your agency prefers. (You must choose one.)

- ☐ Total tuition fee to be paid in full during the fiscal year the candidate begins the CPM program (\$2,150).
- ☐ Tuition to be paid over two fiscal years. One half of the tuition fee payable during the fiscal year the candidate begins the CPM program (\$1,075). The remaining balance is payable during the following fiscal year.

Withdrawal Policy

Candidates wishing to withdraw from the SC CPM program must submit a written request to the Director of Statewide Training.

The request must include the effective date of the withdrawal. Withdrawal requests cannot be backdated. The written request must also indicate the candidate's decision to either resume participation with the next graduating class or their desire to be removed from further program participation.

If the candidate does not resume participation with the next graduating class, the candidate will have to reapply. Reapplication is not a guarantee of acceptance.

Refunds will be based on the withdrawal date and the CPM Refund Policy.

CPM Refund Policy

If a participant must withdraw from the program and cannot re-enroll the following year, a refund may be given according to the following guidelines:

If full tuition is paid and participant withdraws:

- On/Before Oct. 1, 2022 \$2,150 refunded

- Oct. 2, 2022–Feb. 1, 2023 Half refunded
- On/After Feb. 2, 2023..... No refund

If one half of the tuition is paid each fiscal year and participant withdraws:

- On/Before Oct. 1, 2022 \$1,075 refunded
- Oct. 2, 2022–June 30, 2023No refund / no further payment due
- On/After July 1, 2023Second installment is due (no refund)

Agency Head/Deputy Director/Designee Signature: _____

Date: _____

HR Director Signature: _____

Date: _____

HR Director Email: _____

Please email the application to Valerie.Wilkie@admin.sc.gov.

We will send you an acknowledgement of receipt of your application. If accepted to the program, you will receive email notification after the May 27, 2022, deadline.